

ELEMENT:

TASK: Perform Disbursing Operations (14-2-8002)
(DODFMR 7000.14-R, VOL 5) (AR 37-64)

(DFAS-IN REG 37-1)

ITERATION:

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COMMANDER/LEADER ASSESSMENT:

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CONDITIONS: The Financial Management (FM) Company is deployed in support of units engaged in full spectrum operations. The FM Company has stationed its subordinate FM Detachments throughout the company's area of responsibility. FM Detachments provide support on an area basis to all United States units and allied and coalition forces (with funding agreements) operating in or passing through their support area, as appropriate. Allocation of funds has been coordinated with the theater Financial Management Center (FMC). Soldiers and commercial vendors require cash and check payments to complete mission requirements. Direct, indirect, and day-rate foreign national personnel have been hired and must be paid. Coalition elements operating in the area may also have requirements for funding support for the procurement of supplies and services. All tactical standing operating procedures and necessary support agreements with coalition forces are available. The Financial Management Tactical Platform and other automated systems and software will be employed in support of operations as applicable. Threat capabilities include information gathering and possible isolated attacks by terrorist suicide bombers. This task should not be trained in MOPP4.

TASK STANDARDS: Disbursing operations are performed in accordance with DODFMR 7000.14-R, Volume 5 and command directives. Cash, negotiable instruments, paid vouchers, and disbursing records are secured and maintained with 100 percent accountability.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
* 1. FM Company/Detachment Commander supervises disbursing operations. a. Receives assigned mission. b. Obtains theater specific policies for disbursing operations. c. Issues mission requirements and theater policies to staff and subordinate elements. d. Determines designations and locations of supported units. e. Coordinates life support for financial management support teams deployed with supported elements, as required.	GO	
* 2. FM Company/Detachment Commander obtains public funds. (805A-44A-6110, 805A-44A-6112, 805A-44C-4902) a. Verifies daily cash requirements in US or foreign currency. b. Requests funds (US or foreign, as needed) for official cash disbursements from the FM Company Disbursing Section, designated depository, or theater banking facility, as applicable. c. Receives and accounts for US and foreign monies.	GO	
* 3. FM Company/Detachment Commander executes supplemental agreements with allied commanders for the provision of the advance of funds. (805A-44C-4902) a. Establishes controls for advancing of funds in US or foreign currency, as applicable. b. Requests clearance from higher echelon prior to issuing advances to disbursing officers of allied units. c. Ensures provisions for settlement of advances are included in the supplemental agreement. d. Maintains appropriate records of bulk and individual Soldier disbursements.	NA	

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
4. FM disbursing personnel operate US treasury check operations. (805A-44C-1453, 805A-44C-4412, 805A-44C-4902) <ul style="list-style-type: none"> a. Process request for blank checks from FM Company Disbursing Section. b. Establish procedures to inventory checks when received and twice daily thereafter. c. Issue checks for payment of vouchers or in exchange for cash for deployed Soldiers or to replenish cash IAW technical standing operating procedures (SOP). d. Report voided, spoiled, canceled, undeliverable, lost, substituted, and forged checks to Disbursing Section Chief. e. Report checks issued to Disbursing Section Chief. 	NA	
* 5. FM Company/Detachment leaders supervise disbursing operations. (805A-44A-7108, 805A-44C-4102, 805A-44C-4412) <ul style="list-style-type: none"> a. Clear all cashiers daily. b. Identify requirements for advancing funds. c. Safeguard funds, negotiable instruments, and documents. d. Supervise the destruction of funds in the event of an emergency. e. Supervise maintenance of the check register. f. Supervise maintenance of the Daily Agent Accountability Summary, DD Form 2665. g. Supervise the preparation of cash advances. 	GO	
6. FM personnel provide financial support to DOD civilians. <ul style="list-style-type: none"> a. Review DOD civilian pay requests against theater and Designated Finance Support Activity (DFSA) policies concerning pay of DOD civilians. b. Process all authorized pay actions. c. Prepare necessary vouchers for payment. d. Forward completed pay actions to DFSA. e. Forward unresolved pay inquiries to the FM Company Disbursing Section or DFSA, as appropriate. f. Maintain required accounting records. 	GO	
7. FM personnel provide financial support for local national payments. (805A-44C-1005, 805A-44C-1007, 805A-44C-1454, 805A-44C-3013, 805A-44C-4102) <ul style="list-style-type: none"> a. Review local national pay requests against theater and DFSA pay policies. b. Review internal control procedures. c. Determine foreign national pay support requirements from supported units. d. Provide guidance to staff and subordinate elements. e. Coordinate pay activities with supported units. f. Process all authorized pay actions. g. Verify accuracy of payrolls and/or vouchers. h. Verify authorized identification documents. i. Maintain required accounting records. 	NA	
* 8. FM Company/Detachment Commander processes irregularities in the account. (805A-44C-4103, 805A-44C-4412) <ul style="list-style-type: none"> a. Reports physical losses to higher headquarters. b. Verifies illegal, improper, or incorrect payments or procedures. c. Accounts for losses by exchange. 	GO	
9. FM personnel perform banking functions when banking facilities are not available. (805A-44C-4412, 805A-44C-4902) <ul style="list-style-type: none"> a. Maintain control over negotiable instruments to limit currency on the battlefield. 	NA	

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"*" indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS

Task Number	Task Title	References
805A-44A-6110	Determine Cash Holding Requirements	STP 14-44A-OFS
805A-44A-6112	Obtain Funds for Disbursing Purposes	STP 14-44A-OFS
805A-44A-7108	Review Internal Control Procedures for Adequacy	STP 14-44A-OFS
805A-44C-1005	Record Data from Expenditure Accounting Documents	STP 14-44C14-SM-TG
805A-44C-1007	Record Data from Miscellaneous Accounting Documents	STP 14-44C14-SM-TG
805A-44C-1453	Enter Check Write Transactions	STP 14-44C14-SM-TG
805A-44C-1454	Enter Cashier Transactions	STP 14-44C14-SM-TG
805A-44C-3013	Apply Administrative Control of Funds Procedures	STP 14-44C14-SM-TG
805A-44C-4102	Safeguard Public Funds	STP 14-44C14-SM-TG
805A-44C-4103	Process a Loss of Funds	STP 14-44C14-SM-TG
805A-44C-4412	Verify Prepared Treasury Checks	STP 14-44C14-SM-TG
805A-44C-4902	Perform Financial Management Detachment Operations	STP 14-44C14-SM-TG

SUPPORTING COLLECTIVE TASKS: NONE

OPFOR TASKS AND STANDARDS: NONE

Additional Tasks

~~805A-DOP-8104 Prepare the Daily Agent Accountability Summary (DD form 2665)~~

~~805A-DOP-8105 Prepare the Daily Statement of Accountability (DD form 2657)~~

ELEMENT:

TASK: Conduct Transactions with Agent Officers (14-2-8005)
(DODFMR 7000.14-R, VOL 5)

ITERATION:1

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COMMANDER/LEADER ASSESSMENT:

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CONDITIONS: The Financial Management (FM) Detachment is deployed in support of a theater elements engaged in military operations. Supported units have appointed agent officers in accordance with theater policies for individual and procurement support. Agent officers are required to provide payments to Soldiers and vendors. The Defense Finance Battlefield System (DFBS) FMTP and other automated systems and software will be employed in support of operations as applicable. Threat capabilities include information gathering and possible isolated attacks by terrorist suicide bombers. This task should not be trained in MOPP4.

TASK STANDARDS: Appointment documents for all paying agents are properly maintained. Paying agents are briefed on duty requirements and acknowledge their responsibilities before receiving public funds. All accounts are properly cleared and closed out. All public funds are accounted for, controlled, and secured.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
* 1. Commander, FM Detachment establishes agent officer activities. (805A-44A-7116) <ul style="list-style-type: none">a. Receives theater and company policies.b. Provides supported units with procedures for agent officers.c. Ensures proper records are maintained.d. Coordinates with supported units for issue of funds.e. Coordinates required briefing for newly appointed agent officers.f. Briefs agent officers on their responsibilities.g. Provides training on proper procedures for counting monies, recording transactions, and control of funds.h. Provides agent officers with written guidance or standing operating procedures (SOP).i. Requires paying agents to sign a memorandum of understanding prior to being provided funds.j. Ensures paying agents are not paying vendors and Soldiers at same time.k. Develops requirements for US and/or local currencies for the FM Company.l. Informs Disbursing Section of scheduled requirements.m. Reconciles any discrepancies in funds or instruments before agent officer departs location.	Go	
2. Disbursing Section advances cash to the agent. (805A-44A-7116, 805A-44C-4102, 805A-DOP-8109, 805A-FSC-8104) <ul style="list-style-type: none">a. Maintains copies of agent officer appointments and memorandums of understanding.b. Maintains historic record of disbursement for fund requisition.c. Prepares DD Form 1081, Statement of Agent Officer's Account.d. Assists commander in briefing/training of agent officers.e. Coordinates with supported units on dates and times for issue of funds.f. Verifies amount to be advanced before advancing to agent.g. Provides secure area for the agent to verify funds received.h. Verifies identity and authorizations of agent officer.i. Obtains Disbursing Officer's (DO) signature "On Advance".	Go	

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
j. Reports any problems or discrepancies to the Detachment Commander or designated individual. 3. Disbursing Section closes out agent officer's account. (805A-44A-7116, 805A-44C-4102, 805A-DOP-8102, 805A-FSC-8104) a. Receives the return of public funds. b. Verifies endorsements on paid documents and cash turned in. c. Prepares the correct balance on DD Form 1081 for return. d. Completes DD Form 1081 and clear agent officer's account if no discrepancies are noted. e. Notifies the DO immediately if discrepancy is found. f. Maintains records required for fiscal control.	GO	

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5		TOTAL
TOTAL TASK STEPS EVALUATED	3						3
TOTAL TASK STEPS "GO"	3						3
TRAINING STATUS "GO"/"NO-GO"	GO						GO

"*" indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS

Task Number	Task Title	References
805A-44A-7116	✓ Conduct Paying Agent Operations	STP 14-44A-OFS
805A-44C-4102	✓ Safeguard Public Funds	STP 14-44C14-SM-TG
805A-DOP-8102	✓ Prepare a Statement of Agent Officer's Account (DD Form 1081)	STP 14-44A-OFS
		STP 14-44C14-SM-TG
805A-DOP-8109	Employ the Deployable Disbursing System	STP 14-44C14-SM-TG
805A-FSC-8104	Employ the Financial Management Tactical Platform (FMTP)	STP 14-44A-OFS
		STP 14-44C14-SM-TG

SUPPORTING COLLECTIVE TASKS: NONE

OPFOR TASKS AND STANDARDS: NONE

ELEMENT:**TASK:** Conduct Commercial Vendor Operations (14-2-8003)

(DFAS-IN REG 37-1)

(DODFMR 7000.14-R, VOL 10)

(DODFMR 7000.14-R, VOL 5)

ITERATION:

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COMMANDER/LEADER ASSESSMENT:

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CONDITIONS: The Financial Management (FM) Detachment is deployed within an operational theater in support of forces engaged in full spectrum military operations. The Detachment has deployed its Financial Management Support Teams (FMSTs). Finance support is provided on an area support basis. Supported units require payment of commercial vendors for the purchase of goods and services to sustain combat operations and support missions. The execution of contracts is necessary to obtain transportation, maintenance, local hire, and laundry and bath operations (direct daily needs of the force). The Financial Management Tactical Platform and other automated systems and software will be employed in support of operations as applicable. Threat capabilities include information gathering and possible isolated attacks by terrorist suicide bombers. This task should not be trained in MOPP4.

TASK STANDARDS: Commercial vendor transactions are processed within established suspense times. Amounts specified in the contract/purchase agreement are paid without error. All payments are certified in accordance with Defense Finance and Accounting Service (DFAS) and theater financial policies.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
* 1. NCOIC, FMST supervises the processing of commercial vouchers for local procurement. (805A-44A-6102, 805A-44A-6208, 805A-44C-3018, 805A-APA-8205, 805A-APA-8206, 805A-APA-8214) a. Maintains necessary logs, files, and reports for proper administration, control, and accountability of the section. b. Conducts a statistical sampling of payment vouchers to certify that they are correct and proper for payment. c. Examines payment vouchers for \$2,500 or more before certification. d. Coordinates with local procurement and supply to certify fund availability and to commit funds for purchase. e. Verifies that two copies of procurement documents and modifications are received from contracting activity to support commercial payment. f. Verifies that a formal transmittal system exists for forwarding documents to and receiving documents from the FM Company. g. Coordinates with the FM Company Disbursing Section for addition funds for paying agents. h. Manages the workload through the use of logs, block tickets, document files, and suspense files. i. Investigates and reports any irregularities to the FM Company Commander.	GO	
2. The FMST processes commercial vendor vouchers/payments. (805A-44A-6102, 805A-44C-1005, 805A-44C-1010, 805A-44C-3011, 805A-44C-3018, 805A-APA-8214) a. Processes inquiries IAW DODFMR, Vol 5 and DFAS IN 37-1. b. Processes all payment vouchers, as appropriate. c. Verifies that all vouchers and supporting documents are correct. d. Maintains file of orders for ordering officers and paying agents. e. Maintains signature cards for ordering officers and paying agents. f. Reports any irregularities to NCOIC or commander.	GO	

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
3. The FMST processes contractual vouchers. (805A-44A-6102, 805A-44C-1005, 805A-44C-1010, 805A-44C-3011, 805A-44C-3018, 805A-APA-8205, 805A-APA-8206, 805A-APA-8214) <ul style="list-style-type: none"> a. Performs pre-examination with contract folder. b. Verifies that all documentation is attached and correct. c. Updates the DA Form 3900, Bills Register Card. d. Compares invoice with receiving report to verify quantities, prices, and total amounts are correct. e. Compares contract with invoice to verify that goods received or services performed are according to the agreement. f. Applies the provisions of the prompt payment act to the payment voucher IAW DFAS IN 37-1 and Federal Acquisition Regulation. g. Prepares payment vouchers (SF 1034, Public Voucher for Purchases and Services Other Than Personal; DD Form 1155, Order for Supplies or Services; and SF 1166, Voucher and Schedule of Payments). h. Charges appropriate fund cite. i. Verifies foreign currency transactions are processed. j. Reports any irregularities to NCOIC or FM Company Commander. 		

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TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5		TOTAL
TOTAL TASK STEPS EVALUATED	2						2
TOTAL TASK STEPS "GO"	2						2
TRAINING STATUS "GO"/"NO-GO"	GO						GO

"*" indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS

Task Number	Task Title	References
805A-44A-6102	Perform Disbursement and Collection Transactions	STP 14-44A-OFS
805A-44A-6208	Identify Funded and Unfunded Expenses	STP 14-44A-OFS
805A-44C-1005	Record Data from Expenditure Accounting Documents	STP 14-44C14-SM-TG
✓ 805A-44C-1010	Maintain a Bills Register Card	STP 14-44C14-SM-TG
805A-44C-3011	Apply Internal Management Control Program	STP 14-44C14-SM-TG
805A-44C-3018	Verify Accounts Payable Vouchers	STP 14-44C14-SM-TG
✓ 805A-APA-8205	Prepare Routine Vouchers for Payment	STP 14-44A-OFS STP 14-44C14-SM-TG
805A-APA-8206	Prepare Miscellaneous Vouchers for Payment	STP 14-44A-OFS STP 14-44C14-SM-TG
805A-APA-8214	Input Accounts Payable Vouchers into the Computerized Accounts Payable System (CAPS)	STP 14-44C14-SM-TG

SUPPORTING COLLECTIVE TASKS: NONE

OPFOR TASKS AND STANDARDS: NONE

ELEMENT:**TASK:** Conduct Internal Control Operations (14-7-8017)

(AR 11-2)

(DFAS-IN REG 37-1)

(DODFMR 7000.14-R, VOL 10)

(DODFMR 7000.14-R, VOL 5)

(DODFMR 7000.14-R, VOL 7A)

(DODFMR 7000.14-R, VOL 9)

(JFTR VOL 1)

(JFTR, VOL 2) (JTR)

ITERATION:

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COMMANDER/LEADER ASSESSMENT:

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CONDITIONS: Financial elements are deployed in support of US and allied units engaged in full spectrum military operations in the theater. Finance elements are providing the full range of financial support for Soldiers, DOD civilians, local nationals and allied units, as appropriate. Funds are provided for local procurement contracts and commercial vending operations. Internal audit controls have been implemented to ensure proper accounting of all funds and expenditures. Threat capabilities include information gathering and possible isolated attacks by terrorist suicide bombers. This task should not be trained in MOPP4.

TASK STANDARDS: All internal control procedures are in place and fully operational within 48 hours of the unit commencing financial operations or as the tactical situation allows. Control procedures are used in accordance with the unit standing operating procedures, governing regulations, and command guidance.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
* 1. Director, Financial Management Center (FMC) or <u>Commander, FM Company</u> , directs establishment of appropriate internal controls and reports. (805A-44A-7108, 805A-44C-3011) <ul style="list-style-type: none"> a. Reviews Defense Finance and Accounting Service (DFAS) and theater commander guidance. b. Determines special interest areas. c. Approves internal control plan. d. Reviews internal control reports for compliance with regulatory and theater guidance. 	Go	
* 2. Internal Control Section leader develops the internal control plan. (805A-44A-7108) <ul style="list-style-type: none"> a. Reviews DFAS and theater directives and policy guidance. b. Determines most critical areas from theater operations perspective. c. Establishes internal control plans and control register. d. Standardizes appropriate checklists for critical control points. e. Obtains approval of plan. f. Provides outline of internal control plan to other financial elements within area. 	Go	Grant Plan
3. Internal Control Section establishes control plans/procedures. (805A-44A-7108, 805A-44C-3011) <ul style="list-style-type: none"> a. Reviews internal control plans for compliance with command program and regulation requirements. b. Establishes quality assurance reviews. c. Establishes internal controls which provide reasonable assurance of accurate payments. d. Monitors the resolution of problem areas and correction of identified deficiencies. e. Prepares required reports for higher headquarters. 	Go	

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
4. Internal Control Section reviews monthly operations reports. (805A-44A-7108) <ul style="list-style-type: none"> a. Monitors fund flow reporting. b. Verifies timely processing of all finance documents. c. Verifies prompt and accurate posting of changes to activities. d. Analyzes funding disbursements and allocations. e. Analyzes management reports for quality assurance. f. Identifies possible flaws or weak areas in monitored control areas. 	Go	
5. Internal Control Section provides assistance to area financial elements. <ul style="list-style-type: none"> a. Provides assistance with the development/implementation of Internal Control Program. b. Provides information concerning DFAS operations, recurring problem areas, and financial regulations. c. Provides periodic reviews to improve quality of service provided, as requested. 	Go	
* 6. Internal Control Section leader performs reviews and special studies of operating policies and procedures. (805A-44A-7108, 805A-44C-3011) <ul style="list-style-type: none"> a. Provides recommendations about systems and regulatory problems. b. Conducts special financial operations studies, as required. c. Continuously reviews quality and effectiveness of finance support. 	Go	

N/A

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5		TOTAL
TOTAL TASK STEPS EVALUATED	5						5
TOTAL TASK STEPS "GO"	5						5
TRAINING STATUS "GO"/"NO-GO"	Go						Go

"*" indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS

Task Number	Task Title	References
805A-44A-7108	Review Internal Control Procedures for Adequacy	STP 14-44A-OFS
805A-44C-3011	Apply Internal Management Control Program	STP 14-44C14-SM-TG

SUPPORTING COLLECTIVE TASKS: NONE

OPFOR TASKS AND STANDARDS: NONE

Internal Control section performed well during the CERTX..

- Great Inspection plan
- Conduct Inspection of Disbursing
- SIT CHEN GAVE THOROUGH BRIEFING OF INSPECTION RESULTS

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ELEMENT:

TASK: Perform Automated Financial Operations (14-7-8016)
(AR 380-19) (AR 380-5)

(FM 100-6)

ITERATION:

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COMMANDER/LEADER ASSESSMENT:

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CONDITIONS: The Financial Management Center (FMC) is supporting forces engaged in full spectrum operations. Finance transactions are being made. All automated systems are operational and loaded with current software. Data is being received from higher headquarters. Data inputs created by FMC staff elements and received from CONUS and theater financial management elements are uploaded and provided to the Director, FMC and other staff officers/activities as required. Threat capabilities include information gathering and possible isolated attacks by terrorist suicide bombers. This task should not be trained in MOPP4.

TASK STANDARDS: All data is uploaded and downloaded within four hours of receipt or request if the tactical situation permits. Data is processed with 100 percent accuracy. Specified financial reports are provided within established timelines. Access to automated equipment is restricted to authorized personnel. Automated information systems security practices, policies, and procedures are established and applied.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
* 1. ^{Cor FMC} The Director, FMC directs the establishment of automated financial operations. a. Provides concept of operations. b. Determines actions to be conducted in theater or retrograded to Defense Finance and Accounting Service. c. Coordinates approval of theater financial automation policy and plans.	GO	
* 2. ^{NCAT Automations} The Chief FMC Automation Section develops plans for financial automation operations. (301-371-1050) a. Develops and recommends policies and procedures for automated systems and data processing within area of operations. b. Provides financial management elements with approved policies and procedures for automated systems. c. Provides installation of software and hardware updates to the Financial Management Tactical Platform. d. Supervises security and access controls for automated equipment hardware, software, and data. e. Verifies that all financial management detachments have appointed automated information management officers. f. Establishes procedures and policies for continuity of operations plans (COOP). g. Trains automated information system personnel, as required. h. Supervises internal data processing operations.	GO	
3. Automation Section personnel process financial data. (301-371-1050, 805A-DOP-8109) a. Receive data from higher headquarters and financial management elements within the theater. b. Generate reports from data received from higher headquarters and supporting elements. c. Disseminate reports to appropriate unit personnel. d. Upload data generated from unit transactions. e. Verify accuracy of data uploaded and downloaded.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
f. Apply automated information system security policies and procedures. g. Implement COOP procedures. 4. Automation Section personnel provide automated system and communications support. (301-371-1050, 805A-44C-3011, 805A-DOP-8109, 805A-FSC-8104) a. Exercise staff responsibility for information and communications operations. b. Assign initial passwords and access level to new users in the FMC. c. Provide primary liaison with supporting communications element. d. Maintain COOP for automated systems. e. Conduct security and operational inspections of automated systems. f. Coordinate external communications requirements. g. Provide automation and communications technical assistance to financial management elements. h. Coordinate requests for external technical assistance.	GO	

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5		TOTAL
TOTAL TASK STEPS EVALUATED	2						2
TOTAL TASK STEPS "GO"	2						2
TRAINING STATUS "GO"/"NO-GO"	GO						GO

"*" indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS

Task Number	Task Title	References
301-371-1050	✓ Implement Operations Security (OPSEC) Measures	STP 21-1-SMCT
805A-44C-3011	Apply Internal Management Control Program	STP 14-44C14-SM-TG
805A-DOP-8109	✓ Employ the Deployable Disbursing System	STP 14-44C14-SM-TG
805A-FSC-8104	Employ the Financial Management Tactical Platform (FMTP)	STP 14-44C14-SM-TG

SUPPORTING COLLECTIVE TASKS: NONE

OPFOR TASKS AND STANDARDS: NONE

This is the best IMO section to
PASS THAN FT McCoy.